

**Addendum Two  
to the  
Electronic Government Service Level Agreement Between  
Nebraska Interactive, LLC,  
Nebraska Brand Committee,  
and  
Nebraska State Records Board**

This Addendum Two to the Electronic Government Service Level Agreement (“EGSLA”) made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and Nebraska Brand Committee sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services. The Nebraska Brand Committee has authority to assess and collect the fees described herein.

**Project:** Nebraska Brand Committee Suite of Services for Nebraska Brand Committee (NBC)

- Inspection Mobile Application
- NBC Headquarters Interface & Database

**Revenue Type:** Instant Access

**Implementation:** 2017

Service	Nebraska Brand Committee Fee	Nebraska.gov Portal Fee	NSRB Share
<b>Brand Inspections</b>	Full statutory/assessed fee charged by Partner	\$0.06/Cattle Inspection	10% of Nebraska.gov Portal Fee

\* The NBC will be paying the \$0.06 Nebraska.gov portal fee. This fee will be billed monthly, as of the first of each month. Online users will not pay a portal fee.

Nebraska.gov and NBC acknowledge that the milestone deadlines in attachment A to this addendum are critical to the parties’ ability to achieve the production launch of July 1, 2017 for the Inspection Mobile Application and NBC Headquarters Interface and Database. NBC agrees to increase the portal fee from \$0.06/Cattle Inspection to \$0.07/Cattle Inspection if NBC’s failure to meet a milestone deadline excluding an event of force majeure results in a delay of the production launch. In order to track milestone completion, the Nebraska.gov project manager will proactively detail significant resource requests, such as NBC staff time, system documentation and system access, use a request log (“Request Log”), which shall include the following information: request description, date requested, date required, and comments. The parties agree that the requests in the Request Log potentially threaten the project schedule if NBC does not complete them by the date required. Consequently, NBC acknowledges and agrees that if NBC does not comply with an agreed upon request in the Request Log by the date required, NBC shall be deemed responsible for any delayed milestones thereafter. Notwithstanding the foregoing, Nebraska.gov agrees to be flexible and work with NBC to mitigate or minimize these project schedule risks whenever possible. If the parties cannot themselves resolve a dispute arising out of the cause of a delay in the production launch and responsibility for such, the parties shall attempt to resolve such dispute through mediation utilizing a mediator mutually-agreed to by the Parties, with the Parties sharing equally the costs of mediator, unless otherwise agreed in the mediation.

The parties agree that the inspection application must remain active through 2021, unless discontinuance is mutually agreed upon from Nebraska.gov and the NBC.

The parties have considered and scoped additional services (listed below) for future development phases. At this time, there are no additional costs to develop these services; however, a portal fee may later be deemed appropriate by mutual agreement between Nebraska.gov and NBC Nebraska Brand Committee with final approval of rates by the NSRB. The future services are as follows:

- New Brand
- Brand Renewal or Add
- Brand Transfer
- Registered Feed Lot Alternate
- Grazing Permits

**Payment Processing:** Nebraska.gov will provide electronic services for payment processing in accordance with Section 14 of the EGSLA through one of the following processors (check one):

- ☒ State-Selected Processor
- ☐ Nebraska.gov-Selected Processor
- ☐ Not Applicable

[OPTIONAL PROVISION] **Tablet Hardware Provision:** Tablets, covers and printers will be purchased, serviced and maintained by Nebraska.gov in accordance with Section 14(b) of the EGSLA and provided as follows (check one):

- ☒ Nebraska.gov purchases devices
- ☐ Partner purchases devices
- ☐ Not applicable

**Security:** Nebraska.gov security provisions are found at [nebraska.gov/securitypolicy.html](http://nebraska.gov/securitypolicy.html)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
General Manager – Brent Hoffman  
Nebraska Interactive, LLC

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman – Secretary of State John Gale  
Nebraska State Records Board

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman – Jerry Kuenning  
Nebraska Brand Committee

## Summary

### Nebraska Brand Committee

#### Addendum Two

##### **Project Overview/Proposal:**

*Project: Nebraska Brand Committee Suite of Services*

The Nebraska Brand Committee (NBC) is interested in automating many of its functions, increasing efficiencies (e.g. reducing data entry and call volume) and implementing additional audit controls. Nebraska Interactive plans to develop a mobile brand inspection application for inspectors. This includes the supply and support of mobile devices and printers. We have included the implementation of payment processing, minimizing the need for inspectors to hold and carry cash or checks. The payment data along with the inspection records will automatically be submitted to the NBC Database System, eliminating data entry, providing timely receipt and disbursement of monies and access to inspection records. NBC constituents may be provided an electronic or printed record of the transaction.

The NBC Database System will provide a fully-functional backend database that will house inspector, inspection, producer, sale barn and violation data. This system will also incorporate the management of all brand related tasks; new brand applications, brand renewals, brand transfers, etc. Giving the NBC administrators, with proper authority and permission, the ability to create, read, update and delete (CRUD) records. The system will allow for invoices, certificates and other documents to be generated, printed and/or emailed. Search and filter features will be included, along with ad hoc reporting. Reporting functions must meet NBC requirements for providing data, internal tracking, and audit reporting. A cashier drawer function will provide the ability for NBC to record payments (multiple payment types) received at NBC Headquarters, track unpaid invoices, record refunds/returns and other features to be outlined in the functional specifications. The storing of data will meet or exceed the records retention policy, as defined.

Task		Est. of Hours
Concept/Planning Phase		
Concept		
	Meetings	30

Concept Document	7
<b>Planning</b>	
Meetings	120
Functional Specs	60
Prototype	120
<b>Development Phase - Brand Inspection</b>	
<b>Grails Application Preparation</b>	
AppManager Plugin	3
Global Message Plugins	3
Spring Security Plugin	5
Cashier Drawer & Management	40
<b>Administrative Side - General</b>	
Admin User management	2
<b>Administrative Side - Brand Inspection</b>	
Data Migration	110
Manage* Sale Barn Locations	20
Generate/Create/Email/Print Sale Ring & Local inspection (Invoice)	16
Manage* Inspectors	28
Manage* Producers (buyers/sellers)	24
Merge Producers	16
Manage Inspections	32
Manage* Violations	24
Manage* Grazing Permits	22
Generate/Create/Email/Print Grazing Permits	20
Review and Decline/Approve Permits	12
Review and Decline/Approve Renewal Permits	4
Run Summary Reports	75
Run Ad Hoc Report	72
Manage Prices/fees for inspections	16
<b>Administrative Side - Brand Renewal, Transfer, Lease &amp; New</b>	

Data Migration	110
Manage Brands	32
Search Brands	30
Brand Drawing Tool	80
Review and Decline/Approve New Brands	8
Generate/Create/Email/Print Brand Certificate	8
Review and Decline/Approve Transfers Brands	24
Uploading supporting documentation	4
Manage RFL Alt Agreements	24
Search RFL Agreements	16
Review and Decline/Approve RFL Alt Inspections	8
Mange RFL Alternate Brand Inspection	16
Tracking/Reporting of RFL inspections	8
Manage Leases	4
Review and Decline/Approve Leases	4
Reports on all Brand Functions	40
Developer Testing	144
<b>Brand Inspection Mobile Application</b>	
create mobile database	8
Search for Producer	6
Manage* Producer	20
Manage* Paper Brands	2
Manage* No Brands (NOB or NOBR)	2
Manage* Recorded Brands	2
Bar code/QR code scanner	32
Brand Drawing Tool Hand Drawn Only	12
Brand Drawing Toolbar Add-on	80
Capture and store image of documentation/title	20
Allow capture of signature image	2
Auto Sync	80
Manual Sync	2
Data Clean up	4
Generate/Create/Email/Print Sale Ring Clearance	120
Auto Create Notifications when daily totals don't match	8
Generate/Create/Email/Print Receipt for Brand Release	2

	Generate/Create/Email/Print Sale Ring Inspection (Invoice)	40
	Generate/Create/Email/Print Location Inspection	40
	Enter and Store time/hourly rate calculations for fee	8
	Create and enter Surcharge & Miles traveled	40
	Integrate Payment Solution for Mobile App	24
	Generate/Create/Email/Print Truck - Fleet Permit	24
	View Grazing Permits	16
	Manage* Local Inspections	120
	Create Violation Record	16
	Developer Testing	107.1
	<b>Brand Renewal, Transfer, Lease &amp; New User Interface</b>	
	Brand Book public search	20
	Enter and Store data for a Brand	25
New Brand	LCC or Corporation Verification with SOS	20
	Upload Certified Document of filing	2
	Select an unrecorded brand	5
	Brand Drawing Tool	0
	Integration with Payment Page and Processing	2
Renew or Add to Brand	Renewal Notification	16
	Search for Producer	12
	Enter and Store data	2
	Address update	4
	Integration with Payment Page and Processing	2
Brand Transfer	Search for RFL	12
	Enter and Store data	4
	Upload supporting documentation	2
	Integration with Payment Page and Processing	2
RFL Alt.	Search for Producer	12
	Enter and Store Data	2
	Integration with Payment Page and Processing	2
	Generate/Create/Email/Print RFL ALT Agreement	4
Grazing Permit	Search for Producer	12
	Enter and Store Data	2
	Integration with Payment Page and Processing	2

	Generate/Create/Email/Print Permit	4
	Developer Testing	17
	<b>Project Management Oversight</b>	
	<b>Senior PM Hours</b>	109.05
	<b>Management Oversight</b>	
	<b>Management Hours</b>	50
	<b>Quality Assurance</b>	
	<b>QA Review</b>	368.8
	<b>Total Hours</b>	<b>2992.95</b>

#### **Current Process:**

Nebraska Brand Committee (NBC) currently uses a complete paper process for Brand Inspections. Inspectors, who are working in the field within the Nebraska Brand Area, use paper/utensil to record all cattle being inspected, manually calculate fees due and sale barn invoices, collect fees, report inspections and monies due via hand-delivery or mail to NBC Headquarters. This manual process causes many internal business process and audit control concerns.

Brand Inspections and monies received are manually entered into the database and then reconciled. All updates to inspection data are also manually entered. Brand related tasks such as, new brands and brand renewals, are submitted to the NBC headquarters via a paper processed, they are manually reviewed, recorded and reconciled.

The NBC administrative staff manages brand inspection recording; including producers, sale barns, inspectors, and all brand related tasks using a Custom NBC Program (origin unknown), Filemaker and Marquer. The data is stored and backed up in an Iomega Automatic Backup Pro installed on a local server which utilizes a Verbatim 500GB external hard drive. All equipment is connected to heavy duty surge protectors, however lacks a disaster recovery plan.

#### **Information on what the fee presented is based upon:**

The portal fee calculation is based upon the number of cattle inspections per year (an average of the previous four years), project hours, mobile device and printer cost, ongoing project work/enhancements. The NBC will be paying the \$0.06 Nebraska.gov portal fee per cattle inspection. This fee will be billed monthly, as of the first of each month.

<b>Brand Committee App &amp; Backend</b>	<b>YR 1</b>	<b>YR 2</b>	<b>YR 3</b>	<b>YR 4</b>	<b>YR 5</b>	<b>5 yr Totals</b>	<b>5 yr Gross Revenue</b>	<b>5 yr Merchant Fees</b>	<b>5 yr NSRB Share</b>	<b>5 yr Net Revenue</b>
Project Hours	2992.95					2,993				
Ongoing Project Work & Enhancements		50	50	50	50	200				
Total Project Cost	\$366,128	\$6,250	\$6,438	\$6,631	\$6,830	\$392,276				
Device Cost	\$75,000	\$5,000	\$5,000	\$5,000	\$75,000	\$165,000				
Est. Market Potential	3,600,000.00	3,600,000.00	3,600,000.00	3,600,000.00	3,600,000.00	18,000,000.00				
Revenue @ \$.06	\$216,000	\$216,000	\$216,000	\$216,000	\$216,000	\$1,080,000	\$522,724	\$284,000	\$108,000	\$130,724

#### **Market Potential/Target Audience**

The Mobile Inspection application will be used by an estimated 90 Inspectors. The NBC administrative users will access the NBC Backend database. All users are identified as NBC staff/employees.

**Expected rate of return (in what time period):**

Nebraska.gov made the following assumptions:

- Costs associated to Mobile Device and Printer Management
- An average head of cattle per year (given the previous 4 years of data) of 3,6000,000
- An estimate of 75% of users will pay via credit card, provided the current data trend for Nebraska.gov online services most used by businesses.

Provided these assumptions, a rate of return is expected in year 5 at approximately \$130,724

There is no guarantee that anyone will use the services developed and no guaranteed rate of return.

**Nebraska.gov's investment in this application (any costs incurred):**

Nebraska Interactive assumes all the upfront costs and investments associated with this project.

**Nebraska.gov's risk (in providing this service):**

As with all applications that Nebraska.gov provides for the State of Nebraska, all costs related to hosting, hardware, licensing, security etc., are assumed by Nebraska.gov. Every project involves project management, development, testing and ongoing customer support that is not charged to the partner.

**Attachment A – Milestones****Nebraska Brand Committee****Addendum Two**

The completion of the milestones provided are contingent upon responsiveness and timeliness from the Nebraska Brand Committee (NBC), which shall be tracked in a Request Log.

**1 Concept**

- Addendum

**2 Planning**

- Prototype
- Functional Specifications

**3 Development**

- Payment Set Up
- Development Milestone #1
- Development Milestone #2
- Development Milestone #3

**4 Review**

Partner Testing & Approval  
Schedule Go Live

**5 Launch**

**Comment**  
milestones y

**Comment**  
– give me a c  
consider rep